

California Department of Veterans Affairs



Honoring California's Veterans

Classification: **Staff Administrative Analyst - Accounting Systems (\$4,912-\$5,926)**

24-Month Limited Term, Full Time
Position effective July 1, 2007

Location: Department of Veterans Affairs
1227 O Street, Sacramento, CA

Who Should Apply: Current State employees within these classifications or those who are eligible on a certification list, transfers, or reinstatements. Eligible honorably discharged veterans are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY.

Duties and Responsibilities: *Under general direction and supervision of the Financial Lead, this position is a Staff Administrative Analyst (Accounting Systems), which is the accounting Subject Matter Expert (SME) for the Enterprise-wide Veterans Homes Information Systems (Ew-VHIS) Project. Duties performed are at the expert level. Incumbent is expected to demonstrate a high level of knowledge related to methods and principles of accounting with its related Federal, State, and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements in performing duties that will include, but are not limited to, the following:*

- Conduct and document business process assessments; analyze and assess existing business systems, processes, procedures, and functional requirements; develop future process design for long-term care and acute levels of care
- Work with accounting staff as well as other staff to obtain program, interface, form, and report specifications; work with ISD staff in the design and implementation of these specifications for the new Ew-VHIS
- Plan, design, prepare and coordinate Ew-VHIS application training to all system users
- Participate in system implementation and data conversion processes; create data dictionaries related to accounting
- Provide expert level of accounting guidance to information services staff as it relates to Federal, State and JCAHO requirements
- Ability to travel

Desirable Qualifications:

- Excellent organizational, analytical, and interpersonal skills
- High degree of initiative and ability to work independently, as well as in a team environment
- Experience in or knowledge of systems development and implementation
- Ability to learn data processing and system-oriented concepts and language
- Ability to adjust to changing work assignments and priorities
- Goal oriented, conscious of timelines and due dates
- Excellent communication skills
- Experience with personal computers and Microsoft Office Suite

Reasons to apply for/accept a position with the Ew-VHIS Project Team:

- You will have a unique opportunity to participate in a business-critical project learning new technology that will improve the care quality for Veterans living at all CDVA Veterans Homes
- You will work closely with dedicated professionals while adding major project implementation skills to your work experience
- You will gain valuable, cutting edge IT competencies and acquire experience that will be marketable statewide

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
1227 O Street, Room 402
Sacramento, CA 95814

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Attn: Jason Drenik Reference M-80 # 014-07/08

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled